Training and Evaluation Outline Report

Task Number: 12-6-0007

Task Title: Perform Essential Personnel Services

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Destruction Notice: None
Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 15-6	PROCEDURES FOR INVESTIGATING OFFICERS AND BOARDS OF OFFICERS	Yes	No
	AR 25-50	Preparing and Managing Correspondence	Yes	No
	AR 350-100	OFFICER ACTIVE DUTY SERVICE OBLIGATIONS	Yes	No
	AR 600-8-10	Leaves and Passes (*RAR 001, 08/04/2011)	Yes	Yes
	AR 600-8-101	PERSONNEL PROCESSING (IN-, OUT-, SOLDIER READINESS, AND DEPLOYMENT CYCLE)	Yes	No
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdffiles/r600_8_104.pdf	Yes	No
	AR 600-8-11	REASSIGNMENT	Yes	No
	AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS	Yes	No
	AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	Yes	No
	AR 600-8-22 (Change 002 06/24/2013 204 Pages)	Military Awards (*RAR 001, 09/15/2011) (002 06/24/2013 204 Pages)	Yes	No
	AR 600-8-29	OFFICER PROMOTIONS	Yes	No
	AR 600-8-4	Line of Duty Policy, Procedures, and Investigations	Yes	No
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	No
	AR 601-100	APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS IN THE REGULAR ARMY	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	No
	AR 623-3	Evaluation Reporting System (http://armypubs.army.mil/epubs/pdf/r623_3.pdf)	Yes	No
	AR 630-10	ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION OF PERSONNEL	Yes	No
	AR 635-200	Active Duty Enlisted Administrative Separations	Yes	No
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	DA PAM 600-8	Management and Administrative Procedures	Yes	No
	DA PAM 611-21	Military Occupational Classification and Structure	Yes	No
	DA PAM 623-3	Evaluation Reporting System	Yes	No
	DOD 7000.14-R VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	PAM 600-8-104	ARMY MILITARY HUMAN RESOURCE RECORD MANAGEMENT	No	No

Condition: The unit is deployed conducting military operations. Requests for personnel actions are being received. The unit is in communication with the higher, adjacent, subordinate, and supporting units. Automated human resource support systems are present and operational. The unit tactical standing operating procedure (TSOP) is present. Threat capabilities cover a unified land operations including information gathering, hostile force sympathizers, terrorist activities to include suicide bombings, and on to conventional, air supported, and reinforced squad operations in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Personnel and administrative actions are processed in accordance with governing regulations, established procedures, and the TSOP. Processing is completed expeditiously and in a manner that precludes adverse morale implications.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

* 1. S1 directs essential personnel services operations.

 a. Reviews Tactical Standard Operating Procedure (TSOP) and command directives to determine which essential personnel services can be provided.

 b. Monitors current tactical situation and command directives to determine any changes required in providing essential personnel services.

 c. Advises subordinate units and staff of authorized transactions.

 d. Coordinates with higher headquarters/theater National Guard and US Army Reserve liaison offices to ensure proper personnel procedures and polices are applied.

 e. Initiates Line of Duty investigations, as required.

2. S1 personnel receive requests for support from subordinate units, supported units, and higher headquarters (HQ).

 a. Log receipt of all actions.

 b. Verify validity and eligibility for actions requested.

 c. Establish suspense for actions.

 d. Monitor status of actions pending.

3. S1 personnel process Soldier actions.

 a. Prioritize actions.

 b. Prepare appropriate forms and/or correspondence.

 c. Review actions for accuracy and completeness.

 d. Correct erroneous and incomplete data.

 e. Input data into automated system, as appropriate.

 f. Review automated transactions for accuracy and completeness.

 g. Forward completed actions to the noncommissioned officer in charge (NCOIC) or S1.

* 4. S1 or NCOIC reviews personnel actions.

 a. Performs technical and administrative reviews of actions to ensure accuracy and rapid resolution.

 b. Reviews NCO Evaluation Report.

 c. Reviews Officer Evaluation Report.

 d. Reviews enlisted advancements and reductions.

e. Corrects errors.

f. Approves or recommends approval.

g. Monitors pay services received by unit personnel.

h. Forwards actions to appropriate HQ.

* 5. S1 or NCOIC disseminates personnel actions.

a. Briefs commander on the status of personnel actions.

b. Forwards actions requiring higher HQ approval.

c. Monitors status of pending actions.

d. Informs subordinate units of the status of personnel actions.

6. S1 personnel process award recommendations.

a. Review award recommendations.

b. Correct inaccurate or incomplete information.

c. Forward award recommendations to approval authority.

d. Suspense a copy of recommendations for award.

e. Prepare awards certificates and orders, as appropriate.

f. Forward approved award to unit for presentation at an appropriate ceremony (as tactical situation permits).

g. Maintain statistics on the awards program.

h. Brief the commander on the awards program.

7. S1 personnel process discharge/separation actions.

a. Review TSOP and command directives to determine which discharge actions can be processed.

b. Receive requests for discharge/separation actions from individuals and units.

c. Review discharge/separation actions to determine validity, eligibility and requirements.

d. Coordinate discharge/separation actions with legal and medical activities as required.

e. Forward actions to higher authority, as required.

f. Coordinate for establishment of administrative boards, as required.

g. Coordinate board recommendations/decisions with appropriate activities.

h. Obtain and distribute orders as required.

8. S1 personnel process requests for transfer.

    a. Review TSOP and command directives, and commander's guidance to determine which categories of transfers can be processed.

    b. Receive requests for transfers from Soldiers assigned to subordinate and attached units.

    c. Verify validity and eligibility for transfer requested.

    d. Prepare commander's endorsement to higher HQ for approval or disapproval of transfer, as appropriate.

    e. Monitor headquarters actions on transfer request.

    f. Notify parent unit of requester on final disposition.

9. S1 personnel process ordinary leave and pass requests.

    a. Review TSOP, command directives, and commander's guidance to determine which categories of leaves and passes can be processed.

    b. Inform staff and subordinate units of current leave policies and procedures.

    c. Receive leave requests from subordinate units.

    d. Prioritize leave requests, as required.

    e. Process leave requests.

    f. Provide requesting units and finance a copy of the DA Form 31.

    g. Monitor leave status until Soldier returns or is dropped from accountability.

10. S1 personnel process emergency leave requests.

    a. Receive notification from Red Cross or other appropriate agency.

    b. Receive confirmation from the Commander or First Sergeant as to the individual's intention.

    c. Forward confirmation of notification and Soldier's desires through channels to the agency providing the emergency notification.

    d. Process DA Forms 31, Request and Authority for Leave.

    e. Coordinate emergency leave orders with higher HQ.

    f. Maintain leave control log.

    g. Provide a copy of approved DA Form 31 and any related documents for emergency leave to Soldier.

h. Ensure Soldiers are briefed on all elements required by Table 6-2, AR 600-8-10.

i. Forward DA Form 31 to the supporting finance element.

j. Coordinate transportation to the port of embarkation.

11. S1 personnel process officer and NCO evaluation reports.

a. Maintain evaluation report suspense system.

b. Notify raters, senior raters, ratees, and reviewers of due dates.

c. Assist rating personnel with system access digital reporting, as required.

d. Review submitted evaluation reports for completeness and accuracy.

e. Forward completed evaluation reports to appropriate headquarters for active duty, reserve, and National Guard personnel.

12. S1 personnel conduct promotion and reduction processing.

a. Verify Soldier's eligibility for promotion.

b. Forward list of eligible Soldiers to subordinate elements and units.

c. Forward promotion recommendations to appropriate promotion authority.

d. Perform promotion board actions.

e. Maintain unit promotion order of merit lists.

f. Distribute promotion orders to individuals and personnel records.

g. Process removals from promotion list.

h. Perform reduction board actions.

i. Process reductions.

13. S1 personnel maintain personnel records.

a. Verify database contains personnel records of all assigned personnel.

b. Receive requests to update individual personnel records from subordinate units and individual Soldiers.

c. Verify validity and eligibility for requested actions.

d. Make required changes to personnel records within the database.

e. Submit updated personnel records to Human Resources Command as required or scheduled.

14. S1 personnel monitor line of duty investigation requirements.

    a. Receive requests from units for appointment of investigating officer.

    b. Verify incident requires line of duty determination.

    c. Submit request to S1 for appointment of investigating officer.

    d. Monitor status of investigation.

    e. Review investigations for administrative requirements.

    f. Submit investigation with comments to S1 for disposition.

    g. Provide unit requesting investigation, higher HQ, individual Soldier involved, and other requiring activities copy of completed and approved investigation.

15. S1 personnel coordinate issue/replacement of identification documents.

    a. Determine number of personnel (military, DOD civilian, and contractor) requiring identification documents, tags, or badges.

    b. Coordinate issue of identification items.

    c. Issue or replace identification cards for military and DOD civilians (and other authorized noncombatants if no Human Resources (HR) activity is available) on request or as soon as operational conditions permit.

    d. Maintain required records.

16. S1 personnel receive requests for legal assistance from units and individual Soldiers.

    a. Ensure that all facts and supporting documentation are available.

    b. Prepare required administrative documents.

    c. Coordinate legal support and assistance for Soldiers, as required.

    d. Forward the packet to appropriate authority for action.

    e. Distribute final action, as appropriate.

17. S1 personnel provide financial assistance.

    a. Process pay-related documents.

    b. Distribute leave and earnings statements and net pay advice.

    c. Resolve less complicated pay problems.

    d. Coordinate finance technical support with the supporting finance element, as required.

* 18. S1 or NCOIC coordinates responses to Congressional and Red Cross inquiries.

a. Complies with commander and higher headquarters guidance and policies.

b. Logs all incoming requests.

c. Establishes internal suspense system.

d. Briefs the commander.

e. Collects required information.

f. Provides response to requesting agency.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * S1 directed essential personnel services operations.			
2. S1 personnel received requests for support from subordinate units, supported units, and higher headquarters (HQ).			
3. S1 personnel processed Soldier actions.			
4. * S1 or NCOIC reviewed personnel actions.			
5. * S1 or NCOIC disseminated personnel actions.			
6. S1 personnel processed award recommendations.			
7. S1 personnel processed discharge separation actions.			
8. S1 personnel processed requests for transfer.			
9. S1 personnel processed ordinary leave and pass requests.			
10. S1 personnel processed emergency leave requests.			
11. S1 personnel processed officer and NCO evaluation reports.			
12. S1 personnel conducted promotion and reduction processing.			
13. S1 personnel maintained personnel records.			
14. S1 personnel monitored line of duty investigation requirements.			
15. S1 personnel coordinated issue replacement of identification documents.			
16. S1 personnel received requests for legal assistance from units and individual Soldiers.			
17. S1 personnel provided financial assistance.			
18. * S1 or NCOIC coordinated responses to Congressional and Red Cross inquiries.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	12-1-1212	Perform Transient Personnel Accountability	12 - Adjutant General (Collective)	Approved
	12-2-1231	Conduct Casualty Liaison Team Activities	12 - Adjutant General (Collective)	Approved
	12-2-1253	Provide Postal Services	12 - Adjutant General (Collective)	Approved
	12-6-0003	Provide Morale, Welfare, and Recreation (MWR) Support	12 - Adjutant General (Collective)	Approved
	12-6-0008	Conduct Unit Mail Services	12 - Adjutant General (Collective)	Approved
	12-6-0009	Process Replacements (S1)	12 - Adjutant General (Collective)	Approved
	12-6-0011	Maintain Unit Strength	12 - Adjutant General (Collective)	Approved
	12-6-0036	Conduct Personnel Accountability	12 - Adjutant General (Collective)	Approved
	12-6-0037	Conduct Strength Reporting	12 - Adjutant General (Collective)	Approved
	12-6-1216	Manage Transient Personnel Activities	12 - Adjutant General (Collective)	Approved
	12-6-1232	Manage Casualty Reporting	12 - Adjutant General (Collective)	Approved
	12-6-1254	Manage Postal Services	12 - Adjutant General (Collective)	Approved
	71-6-5100	Conduct the Mission Command Operations Process for Brigades	71 - Combined Arms (Collective)	Approved

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805C-42A-1002	Prepare Correspondence	805C - Adjutant General (Individual)	Approved
	805C-42A-1208	Process Recommendation for Award	805C - Adjutant General (Individual)	Approved
	805C-42A-1219	Process Semi-Centralized Promotions	805C - Adjutant General (Individual)	Approved
	805C-42A-1232	Process Enlisted Advancements for PV1-SPC	805C - Adjutant General (Individual)	Approved
	805C-42A-1250	Process a Request for Leave, Pass or Permissive Temporary Duty (TDY)	805C - Adjutant General (Individual)	Approved
	805C-42A-1284	Prepare Suspension of Favorable Personnel Actions (SFPA)	805C - Adjutant General (Individual)	Approved
	805C-42A-1291	Prepare Request for Soldier Applications	805C - Adjutant General (Individual)	Approved
	805C-42A-1303	Interpret Entitlement to Pay and Allowances	805C - Adjutant General (Individual)	Approved
	805C-42A-3012	Prepare Office Computations	805C - Adjutant General (Individual)	Approved
	805C-42A-4020	Process Line of Duty (LOD) Investigations	805C - Adjutant General (Individual)	Approved
	805C-42B-6107	Conduct Personnel Information Management	805C - Adjutant General (Individual)	Approved
	805C-42B-6113	Administer Evaluations Reporting Program	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.2.2	Perform Essential Personnel Services

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1

Materiel Items (NSN)

Step ID	NSN	LIN	Title	Qty
	5895-01-540-4543		Computer, Laptop	1
	7025-01-466-0019	70227N	Optical Reader, Data Entry, Digital Sender, HP 9100C	1
	3610-12-174-0229		Print Cabinet, Klimsch (DISCONTINUED WITHOUT REPLACEMENT)	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. None

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must insure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10 THE ARMY SAFETY PROGRAM).